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**INTAKE  
PROCEDURES****Acceptance Authorization**

The Contractor shall not accept a child for placement prior to the signing of an Individual Service Agreement, (DHS-3600) by both the Contractor and the Agency's local office. When a child is placed in an out of county, private child caring institution and the Agency's placing local office requests monitoring service from the local office where the child is placed, the DHS-3600 shall clearly state which local office is responsible for ongoing monitoring of the child's care. The DHS-3600 shall also state whether the Agency's local office or the Contractor shall be responsible for ongoing service to the child's family. **Note:** For emergency shelter care, an DHS-3600 shall be signed no later than the first working day following placement.

**Case Plan**

Within the initial 30 days of placement (the intake period), the Contractor shall submit to the DHS local office an intake assessment (Initial Service Plan) and prepare a plan for ongoing provision of service and care. This plan shall include:

- An assessment of current functioning of the child and family unit which includes, but is not limited to, siblings
- An appraisal of resources available to the contractor to resolve identified problems
- A statement of the immediate and long-term treatment goals and the methods relating to the specific behavior precipitating the out of home placement which, when met, shall enable the child to be placed in a non-institutional setting.
- A projected time limit for reaching treatment goals and an anticipated next placement.